



Job Descriptions for Officers and Board of Directors

Note: Any member in good standing is eligible for nomination and election to an office. In accordance with our By-Laws, a candidate for **President** or **Vice President** must have previously served on the Board of Directors of the Association.

Officers:

The President shall:

- (1) Be the Chief Executive Officer of the Association and shall supervise the business of the Association consistent with policies established by the Board of Directors.
- (2) Preside at all meetings of members and at all Board of Directors meetings.
- (3) Be principal spokesperson for the Association.
- (4) Appoint chairpersons of and serve ex-officio on all committees and in general perform incident to the office of President and other duties prescribed by the Board of Directors.
- (5) Attend quarterly Chapter President Council meetings to keep Chapter in good standing with GBTA.
- (6) Serve as the direct liaison to GBTA
- (7) Update letters for new members, website, and membership renewals.

The Vice President shall:

- (1) Assist the President in performing the duties of that office and prescribed by the Board of Directors.
- (2) In the absence of the President, perform the duties and exercise the powers of the President.
- (3) Solicit GBTA - TENNESSEE sponsorships each year.
- (4) Send hand-written thank you notes on behalf of GBTA - TENNESSEE to sponsors. Stationary/postage provided by GBTA - TENNESSEE.
- (5) Board liaison to Technology Committee.

The Secretary shall:

- (1) Assure proper recording of proceedings at all meetings of the general membership and the Board of Directors.
- (2) Conduct the general correspondence of the Association.
- (3) Perform all other duties assigned by the President or the Board of Directors.
- (4) Schedule monthly Board of Directors conference calls.
- (5) Send press releases to local publications with GBTA - TENNESSEE meeting announcements and updates.
- (6) Prepare name badges for monthly meetings
- (7) Board liaison to Communications Committee.

The Treasurer shall:

- (1) Be responsible for assuring the collection and have the custody of all funds of the Association and disperse monies at the direction of the Board of Directors, and

- (2) Assure that accurate financial records are maintained and report on the financial condition of the Association as called upon by the President, and on the Friday prior to regularly scheduled Board meetings.
- (3) Be present at monthly meetings to collect any unpaid registration fees and ensure all attendees have paid to attend.
- (4) Process membership renewals and new member applications.
- (5) Send Allied Directors list of new members as payment is received.
- (6) Maintain list of guests attending monthly meetings and report to the Board.
- (7) Periodically assess advantageous investment opportunities for cash reserves and report such opportunities to the Board. Board approval required for any investment actions.

The **Immediate Past President** becomes **Chairperson** and shall:

- (1) Serve in an advisory capacity to ensure continuity and to provide such assistance as may be required by the President. This position is not an elected position; as the Immediate Past President automatically becomes Chairperson.
- (2) Serve as Chair of Scholarship Committee. Review scholarship applications with Past President members in good standing and award scholarships.

Board of Directors

Corporate Director (2) positions – duties divided

- (1) Serves as Chair for Programs Committee
 - Plans all aspects of monthly meetings, including speaker, venue, meal, A/V, parking and transportation (if necessary)
 - Makes travel arrangements for guest speaker if necessary
 - Work registration desk at monthly meetings
 - Maintain website events calendar with all meeting information including speaker bios, photographs, event logistics, etc.
- (2) Send handwritten thank you notes to monthly speakers and venues (stationary/postage provided by GBTA - TENNESSEE)
- (3) Liaison between Direct membership and Board of Directors
- (4) Arrange and Facilitate monthly Direct Member Meetings preceding Monthly Luncheon Meetings
- (5) Facilitate any requests for information from Direct Members.
- (6) Communicate monthly programs to contacts and members at least three (3) weeks in advance.

Allied Director (2) positions – duties divided

Chairperson for Membership Committee

- (1) Maintains list of monthly meeting attendees
- (2) Assign members to Board Members for mentoring
- (3) Organize new member incentives
- (4) Organize annual membership drive
- (5) Greet guests at monthly meetings

Chairperson for Fund Raising Committee

- (1) Recommend ways to raise money for Board of Directors approval
- (2) Organize fund raising drives
- (3) Chair annual silent auction fundraising event
- (4) Solicit door prizes for monthly meetings when needed.
- (5) Send hand-written thank you notes to auction item donors.

Other responsibilities for Allied Directors

- (1) Arrange and Facilitate regular Allied Member Meetings preceding Monthly Luncheon Meetings.
- (2) Liaison between Allied membership and Board of Directors